



Financial Affairs Collaboration Team (FACT)

September 11, 2024

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

University Police Department Updates

- No updates.

Parking Services Updates

- No updates.

Facilities/Risk Management Updates

- No updates.

Accounting Updates

- Kristine Barraza
 - Announced that the accounting team is working on completing the survey for NACUBO, due in early November, with hopes of finishing ahead of schedule.
 - Stated that everything else is running as usual and the team is available to assist with any accounting needs.
- Maria Badulis
 - The auxiliary accounting services team is starting to receive draft financial statements from the auditors and reviewing them for all business units.
 - The team is on track to submit the reporting package for GAAP next week.



Accounts Payable, Travel & Procurement Updates

- J.C. Cortez
 - The Chancellor's office informed of two master enabling agreements; Air Gas and Matheson are both available for university use.
 - Meetings with faculty and staff are scheduled for the first week of October to review presentations from both vendors, after which the university will decide which vendor(s) to select.
 - The team will be updated at the next FACT meeting in October.
 - The team is collaborating with IT to create a system to help individuals track the stages of requisitions using Tableau.
 - Meetings with those who create requisitions will be scheduled in the coming weeks to demonstrate the new tracking system.

- Jay Wood
 - Announced that a webpage is being developed in collaboration with JC to list vendors offering employee discounts on negotiated products, including Staples, Enterprise Rental Car, and Newegg, to make it easier for employees to access these benefits.
 - Indicated that an announcement will be made once the webpage is live.

- Sesar Morfin
 - Explained that Chartwells' invoicing issues have improved but may be recurring.
 - Noted that if an account with Chartwells has not been paid in full for a past invoice, they will not process new orders until the payment is complete.
 - Emphasized the need for Chartwells to provide invoices in a timely manner to ensure accounts can be updated appropriately and prevent delays in placing new orders.
 - Addressed concerns about Chartwells' responsiveness, particularly in catering.
 - Noted that there have been issues with reaching staff and getting timely responses.
 - Pushed Chartwells' senior team to ensure that their catering staff are more available and responsive, especially for time-sensitive matters. Suggested that phone calls should be forwarded directly to catering managers' cell phones.
 - Encouraged anyone experiencing ongoing issues to report them to Chartwells or Sesar.



- Amber Schneck
 - Announced that Mona is reviewing the Cash Advance account (107004) and has identified some pending transactions due to the corporate card implementation.
 - To reconcile the account and bring it close to zero, debits and credits will be made to various expense accounts. Campus personnel may see these transactions and should not be alarmed, as the goal is to clear up the account.
 - Stated that a new hospitality policy will be out soon. A new direct pay and hospitality process is also being developed. Personnel will have the opportunity to review and provide feedback on the new process in the coming months. The old processes will be phased out with a set deadline.
 - Shared that there are two open positions: Accounts Payable and Travel Analyst, and Accounting Technician III.
 - The Accounts Payable and Travel Analyst position will be filled soon to address staffing issues and expedite invoice processing. The Accounting Technician III position will be posted soon. Recommendations for qualified candidates are encouraged.

- Manorama Sinha
 - Announced that the Concur homepage has a new look that started on August 26th. Users will still have access to the current homepage but can preview the new design by clicking a bar at the top of the page. The option to switch back to the current homepage will remain available.
 - Stated that the request and expense features have not changed; only the homepage design is being updated.
 - Shared that in-person training sessions on the new homepage design will start in October. While sessions are recorded on CSU Learn, live demos will be provided to showcase the new look. Personnel are encouraged to attend these training sessions.

- Angelica Lara
 - Stated that a new database for contract submissions is being developed. This system aims to streamline contract review and processing by allowing departments to submit contracts directly rather than via email and will provide status updates on contracts.
 - Announced that the corporate card handbook is being updated and is expected to be finalized and released within the next couple of weeks.



- Jay Wood
 - Announced that a Form 700 is required for all corporate card holders and filed with HR.
 - Informed that HR will contact corporate cardholders who have not yet filled out completed Form 700. For those who have completed the form but not yet loaded in Concur, HR, and Jay will address it, so no retroactive action is needed.
 - Stated that the new corporate card handbook will include Form 700 requirements and be integrated into Concur. New cardholders will need to complete and upload Form 700, clear instructions are provided.
 - Sesar commented that the announcement about the Concur homepage update will be sent out today; recipients will receive all the details and information.

- Maria Badulis
 - Expressed appreciation for Jay's work on the list of companies offering employee discounts, noting that some contracts are not yet finalized, and some are still under negotiation.
 - Jay Responded that there are existing contracts with vendors, such as Staples, and highlighted the potential for employees to benefit from these through discounts on personal purchases. Mentioned that discounts are also being explored for hotel rates, National and International car rentals, and Newegg.
 - Noted that the goal is to help employees save money during tough times by leveraging existing vendor relationships.

Budget Updates

- Homaira Masoud
 - Stated that Cabinet has not yet approved the 24/25 budget but is nearing final approval.
 - Informed that one more meeting is required before the budget can be approved.
 - Noted that once approved, journals, allocations, and other related tasks will be completed.

ITS Updates

- No updates.



Student Financial Services Updates

- Claudia Enriquez
 - Announced that Student Financial Services and some colleagues are working on a draft to streamline the process for submitting student payments.
 - Explained that the draft will clarify which department should receive payment requests aiming to reduce confusion.
 - Mentioned that once the draft is ready, there will be a demo during a future meeting to showcase the new process.

Support Services Updates

- Brandon Hernandez
 - Informed that there have been recent limitations on deliveries due to weather, smog, ash, and smoke.
 - Announced that these limitations will be lifted today, and full delivery services will resume.
 - Requested that if any mail or packages were missed, staff should notify the team so it can be addressed promptly.
 - Mentioned that the adjustments were made to be proactive about the health and safety of staff and students.

Questions

- No questions